

STATE OF CALIFORNIA

KATHLEEN CONNELL,
Controller of California

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OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300 Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: January 31, 2001

PERSONNEL LETTER #01-002
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division

RE: CALIFORNIA STATE UNIVERSITY BARGAINING UNIT 04, JULY 1, 2000
SALARY INCREASE

The agreement reached between the CSU and Bargaining Unit 04 provides for a General Salary Increase (GSI) of 3% effective 07/01/00. In addition, the salary structure of BU 04 classifications will be changing from step/range to an 'open range' salary structure (Item 820, Assigned Salary) effective 07/01/00. See Technical Letter HR/SA 2001-01 for additional information on the GSI and salary structure change.

PPSD will manually process the salary structure change (CRO) and salary increase (GEN) transactions to post the changes to eligible employees' EH records. The CRO transaction will be posted first to delete an employee's salary step and move the employee to the appropriate assigned salary rate. For employees with a red circle rate (Item 815) and not at the performance maximum rate, the Item 815 amount will be included in the assigned salary rate and Item 815 will be deleted. In addition, a salary range of '1' will be established for employees in class codes 3082, 3084, and 3086.

The GEN transaction will be posted after the CRO to provide the employees the new GSI salary rate. It is anticipated that the update will begin on January 30, 2001 and be completed by February 07, 2001. Adjustment payments for the 07/2000 to 01/2001 pay periods will be generated as the employees' EH records are updated.

The manual EH update will include employees who are at the performance maximum rate with a red circle rate and employees on NDI, supplementing with catastrophic leave donations. Employees with expired appointments will not be included in the update. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions (see processing instructions below).

Employees who are on leave prior to 07/01/00 will be included

in the CRO transaction process only. Employees separated prior to 07/01/00 and have lump sum payments that extend beyond 07/01/00 will be identified and the lump sum payments will be manually adjusted by PPSD. A GEN transaction will not be posted.

RETROACTIVITY CHARGES

All transactions as a result of the 07/01/00 salary structure change and salary increase are considered to be non-controllable personnel and payroll transactions. To minimize the impact of contesting charges, all employment history transactions processed between January 30, 2001 and February 23, 2001, and all payroll transactions processed between February 01, 2001 and February 28, 2001 for BU 04 employees will be excluded from the Monthly Retroactivity Report. Any transactions processed outside of these time frames will appear on the Monthly Retroactivity Report (see PPM Section A 011 for further information). The campus may return the report identifying the items associated with the salary structure change and salary increase along with the appropriate explanation.

PROCESSING INSTRUCTIONS

Based on the EH updates processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 07/01/00 or later should be processed as usual with the exception identified in #2 below.

DO NOT VOID THE CRO AND GEN TRANSACTIONS.

If the separation was keyed prior to the CRO/GEN transactions with the old salary rate, process as follows for 10/12, 11/12 and academic employees only:

SXXC - enter the new total amount due in Item 810, Settlement Pay. If range 6, or 10/12, 11/12 class code, submit to PPSD with the audit message attached or noted on PPT.

2. Employees on NDI/Leave of Absence Without Pay as of 07/01/00 and are to separate 07/01/00 or later with lump sum vacation/extra hours (Item 621) requested on the separation transaction:
 - 1) A57 or A58 effective same date as SXX and effective date hours = COB. Also, enter 'Lump Sum Only' in Item 215 and enter the GSI salary in Item 820.
 - 2) SXX.
3. Appointments effective prior to 07/01/00, Item 450 = 1, 3, or 4, or reappointments for employees with expiration date prior to 06/30/00:

- 1) AXX.
 - 2) CRO effective 07/01/00 (see below NOTE for additional processing instructions).
 - 3) GEN effective 07/01/00.
4. Appointments effective 07/01/00 or later and Item 450 = 1, 3, or 4; or reappointments for employees with expiration date equal to 06/30/00 or later:
- The CRO and GEN transactions are not needed. However, Item 820 must be completed with the GSI salary and delete Item 311 and Item 815 when appropriate.
5. Leave Without Pay/NDI (not on CAT Leave), including 565 Code 7 effective prior to 06/30/00 and S46 effective prior to 07/01/00:
- 1) SXX or 565 Code 7.
 - 2) A57/A58, A68 or 565 Code 4 effective 06/30/00 COB (on A57, Item 719 = 95).
 - 3) CROC 07/01/00
 - 4) GENV 07/01/00
 - 5) SXX or 565 Code 7 effective 07/01/00 (Leave Without Pay = BOB). No BOB needed on NDI/565 or S46. Enter in Item 215 = T/L 01-01.
 - 6) CLF or any other appropriate action. Refer to PIMS Manual 11.4-11.8.
6. Leave Without Pay (S42/S45/S44) effective 06/30/00:
- Change effective date to 07/01/00 BOB, it will post on top of the CRO/GEN.
7. NDI on CAT Leave effective prior to 07/01/00.
- 1) S49 06/30/00 or prior.
 - 2) CROC 07/01/00, Item 957 = 40.
 - 3) GENC 07/01/00, Item 957 = 40.
 - 4) CLF or any other appropriate action, Refer to PIMS Manual 11.4-11.8.
8. A57/A58 reinstatements effective 07/01/00 or later:
- Increase Item 820 per GSI percentage.
9. A68/565 Code 4 effective 07/01/00.
- 1) A68/565 Code 4 effective 07/01/00.
 - 2) 715 effective 07/01/00 to change Item 330 and/or Item 430 due to non-qualifying pay period (if applicable).
 - 3) GEN effective 07/01/00 (enter GSI salary rate in item 820, Assigned Salary Rate).
10. A68/565 Code 4 effective 07/02/00 or later:

- 1) A68/565 Code 4
- 2) 715 effective same date as A68/565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
- 3) CRO effective same date as A68/565 (see NOTE for additional processing instructions).

11. Transactions not identified above, process as usual with the exception of certain CROC transactions effective 07/01/00 as noted below:

Transactions may receive Automated Audit (AA) 9320-02, "ASSIGNED SALARY INVALID, PER CSU PAY SCALES", if the 07/01/00 CRO transaction's Assigned Salary Rate, Item 820, amount is less than the new GSI minimum salary rate of the employee's class/range. Likewise, a correction to a 07/01/00 effective date transaction (i.e., CROC transaction) with an Assigned Salary Rate, Item 820, that is less than the new GSI minimum salary rate of the employee class/range may receive AA 311-01, "STEP NOT PERMITTED. EMPLOYEE HAS SPECIAL RATE", and/or AA 9320-02.

Submit transactions with the audit message attached or noted on the PPT to PPSD for processing. Refer to the PIMS Manual for out-of-sequence processing (pages 11.4 through 11.8). If any other AA messages are received, please contact your CSU Audits' Representative.

12. When processing out of sequence transactions be sure to use the appropriate salary schedule in effect per the transaction effective date.

NOTE: The following are guidelines for completing the EH Remarks (Item 215), Step Number (Item 311), Salary Range (Item 335), Assigned Salary Rate (Item 820), Red Circle Rate (Item 815), Detail Transaction Code (Item 719), and Anniversary Date (Item 330) on the CRO transactions effective 07/01/00.

For employees without a Red Circle Rate (Item 815) as of 06/30/00:

Item 215	=	T/L 01-01
Item 311	=	' * ' to delete step number
Item 330	=	no change or enter 'NONE' if employee is in class code 2634
Item 335	=	no change or enter '1' if employee is in class code 3082, 3084, or 3086
Item 820	=	employee's salary rate in effect as of 06/30/00

For employees with a Red Circle Rate (Item 815) as of 06/30/00:

Item 215 = T/L 01-01

Item 311 = ' * ' to delete step number

Item 330 = no change to employee's existing Anniversary date or 'MAX' if the performance maximum salary rate is entered in Item 820

Item 335 = no change or enter '1' if employee is in class code 3082, 3084, or 3086

Item 719 = 72 if Item 815 still applies

Item 820 = the sum of employee's salary and red circle rate in effect as of 06/30/00 (if the total exceeds the performance maximum salary rate in effect as of 06/30/00 then Item 820 equals the performance maximum salary rate)

Item 815 = ' * ' to delete existing amount, or the difference between the total amount computed for Item 820 above and the performance maximum salary rate entered in Item 820 above

For employees with red circle rate, compute the GEN rate as follows:

1) Compute Salary Total

Item 815 + Item 820 = Salary Total

2) Compute GSI Assigned Salary

Item 820 x 3% = GSI Assigned Salary or MAX for the class/range

3) Compare the above:

>If GSI Assigned Salary is equal to or greater than the Salary Total, then delete Item 815 and Item 820 = the GSI Assigned Salary.

>If GSI Assigned Salary is less than the Salary Total, then Item 820 = the GSI Assigned Salary and Item 815 = the Salary Total less the GSI Assigned Salary.

If you have any questions regarding the update process, please contact your CSU Audits' Representative at the State Controller's Office.

RZ:JD/pmab